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No Change in Class. <input type="checkbox"/>	
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Class. Changed To: TS S C	
Auth: HR 70-2	
Date: _____	By: _____ 5 March 1954

MEMORANDUM FOR: Colonel White

SUBJECT : External Training of DD/A Personnel

1. You will recall my mentioning to you a number of weeks ago the question of whether, in practice, DD/A office heads should be authorized to forward requests for external training of their personnel directly to OTR.

2. Regulation [ ] (paragraph 4 a (1) ) states that "Seven copies of the request form for each individual for whom training is requested shall, after endorsement by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Assistant Director for Communications, as appropriate, be transmitted to the Director of Training through the Director of Security." OTR claims that when Regulation [ ] was initially drafted, provision was made for office heads (in the sense of assistant directors, senior staff chiefs, and DD/A office heads) to have authority to sign off on requests to OTR for external training for personnel in their respective offices. In the process of coordinating the regulation, however, this was changed to provide that the signing off was to be done by the heads of the five (now six) major components. Records do not indicate who directed this change. [ ] seems to recall that he changed it in line with General Cabell's standing instruction that such general terms "office heads", "chiefs of elements", and so on be spelled out to indicate the actual officials included. There is a possibility that in doing this "spelling out", the wrong level was defined, i.e., whereas the regulation, as finally approved, listed the heads of the major components, it was still the intent of OTR that authority to make requests should be placed at the next lower echelon.

3. Despite the section of [ ] cited and quoted above, the Office of Training has been accepting external training request forms directly from DD/A office heads. However, OTR now wants a definite indication as to whether you wish to endorse these requests yourself or if you will delegate to the office heads authorization to exercise the endorsement function. It is permissible to delegate this function. Paragraph 2 d., [ ] states that "Training requests shall require endorsement by the Deputy Director (Administration)...or their representatives specifically designated for this purpose, in order to be considered for approval by the Director of Training." The DD/I has already made a formal delegation to his assistant directors.

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4. I have reviewed the records of OTR with respect to the volume and character of external training provided to personnel assigned to the DD/A organization. During the calendar year 1953, 78 individuals took part in external training programs. The accompanying summaries (TABS A and B) provide a breakdown of the kinds of training courses covered, and the number of participants by offices. Fifty-eight of these individuals were employees of the General Services Office who were enrolled in courses sponsored by International Business Machines Corporation. One person entered the Army War College, and two completed the Advanced Management Course at Harvard University. The remaining seventeen (17) employees attended outside courses which were arranged to provide them with the means to acquire additional knowledge relevant to the more effective performance of their duties. Examination of the course titles indicates that there has been no abuse on the part of our office heads of the external training program.

5. It is believed that requests for certain types of external training should have DD/A endorsement. In this group I have in mind the Defense Department schools and the Advanced Management Course at Harvard University. Consequently, the proposed memorandum delegating authority to DD/A office heads, which is attached, excludes these two groups. Through the monthly reports of training which OTR is now forwarding to all major components of the Agency, the Office of the DD/A can be kept informed on the extent of external training participation by DD/A personnel. From time to time, also, we can ask OTR for more detailed information concerning specific courses and individuals.

6. It is recommended that you approve issuance of the accompanying memorandum addressed to DD/A office heads (TAB C). This memorandum delegates to them general authority to act for you in endorsing external training requests. As mentioned in the foregoing paragraph, you would retain authority to endorse requests for training at the Defense Department schools and Harvard University. If you are in agreement, I will arrange to have sufficient copies of the memorandum prepared for each DD/A office head.

Attachment

SA/DD/A:DCK:dh (5 Mar 54)

Distribution:

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